

LEEDS CULTURAL CURRY FESTIVAL

WWW.CURRYFESTIVAL.ORG

'Your chance to showcase your produce and meet over 30,000 curry lovers in one fun filled weekend'

**Saturday 14th - Sunday 15th September 2013
(Millennium Square)**

FOOD STALL BOOKING FORMS

Please make note of the following information before submitting your application form:

This year the number of food stalls will be limited to total of 12. Pitches will be allocated on a first come first serve basis due to there being maximum number of places available.

To make a booking, please complete and return the attached Booking Form together with the appropriate fee. Booking Forms that are not accompanied by a cheque for the full amount will be returned to you unprocessed. We will issue a letter of confirmation with your allocated site number once the full payment and completed Booking Form have been received.

Please advise us of the size of your stall if you are bringing your own, otherwise a space CANNOT be reserved.

Under NO circumstances will cancellations be eligible for a refund.

Stands must be booked both days (14th & 15th September) and attended by the same vendor

Space for one vehicle will be allocated to each stallholder.

No vehicular movement is allowed on the site between 11am and 8pm.

All stallholders must arrive no later than 10.30am to ensure they are on site by 11am. Arrivals after 11am will not be allowed to take their vehicle on site. This rule will not be waived or broken in any circumstances.

In order to minimise the occurrence of lost or damaged equipment a £100 damage waver fee has been included in the booking fee. Subject to the area being clear and all equipment being undamaged and in place, this will be returned at the end of the event.

Proof of registration and proof of Health and Hygiene Training will be required by your Local Authority, in the form of a certificate copy. Please include a copy with your booking form and payment.

Leeds Cultural Curry Festival, c/o 31 Burley Road, Leeds, LS3 1JP
Tel: - 01132 438 700 - Email: - curryfestival@graceandtailor.co.uk
Registered in England and Wales Registration

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There will be overnight security on site, however stallholders are responsible for the security of their own equipment.

*All cheques need to be made payable to **Grace & Tailor Ltd.***

Please sign and return the top copy and retain the bottom copy for your records.

For stalls info email - curryfest@graceandtailor.co.uk

FOOD BOOKING FORM - Saturday 14th - Sunday 15th September 2013

Trading Name:.....

Trading Activity.....

Contact

Name:.....

Address:.....

.....

.....

.....Postcode:.....

.....

Tel No (Daytime).....

Tel No (Evening):.....

E-mail:.....

Market Stall

(Tick as appropriate)

Market Stall marquee 6m x 3m

£1100.00

16amp power supply included (2 x 13amp sockets)

A £100 damage waiver fee is included in the above price. This will be returned at the end of the event subject to the marquee and electrical equipment being undamaged and in place.

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Own Stall

Own Stall / Trailer (maximum length 6 meters) £1000.00

Please state size including tow barmeters long and meters wide

A £100 damage waiver fee is included in the above price. This will be returned at the end of the event subject to the area being left as found, and electrical equipment being undamaged

16amp power supply included (2 x 13amp sockets) £75.00

Extras

Branded Banner (3m x 1m) £50.00

6ft Trestle Table Number _____ £15.00 each

Plastic Chairs Number _____ £5.00 each

Please return your completed form no later than 23rd August 2013

TOTAL COST £

Client Signature:

Date:

FOR OFFICE USE ONLY

Site / Invoice No.

Date Received

FOOD TRADERS TERMS AND CONDITIONS

- 1) Stallholders / Traders will be permitted only **one** vehicle within Millennium Square (to be parked as directed by Stewards). An entry permit will be issued to you - this must be clearly displayed in your windscreen at all times.

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Vehicles without a permit will not be allowed into Millennium Square under any circumstances.

- 2) All stalls / trading concessions must be paid for in full by **23rd August 2013**. Anyone wishing to book after this date, subject to site availability, will be required to pay a late booking fee of £100.
- 3) **All cancellations should be made in writing. All payments made are non refundable, with the exception of the damage waiver fee.**
- 4) Damage waiver fees will be refunded on the day of the event once the marquee, ground area and electrical equipment has been signed off by a Steward as being in the same condition it was found. Any damage waiver fees unclaimed at the end of the event will be non refundable.
- 5) Upon arrival at Millennium Square you will be met by a Steward who will direct you to your trading location. Please co-operate fully with the Stewards and, in the interests of safety, follow their instructions.
- 6) For health and safety reasons, **petrol generators are not allowed on site.**
- 7) Where provided, the electricity power supply will be a single 13 amp socket providing a maximum 3.25 kW. Traders are requested to check their equipment is not faulty, and to ensure that its total requirement is no more than the 3.25 kW supplied.
- 8) Traders should be aware that they are responsible for complying with the relevant Health and Safety Regulations. **Traders must provide their own foam fire extinguishers and a fire blanket** to be kept on the stall at all times. Food stall proprietors must ensure that the stall is registered with the appropriate Local Authority, and comply fully with food hygiene and safety legislation. Traders must also provide bins for their immediate customers and the organisers will provide skips for the Traders.
- 9) It is the responsibility of the trader to keep to keep their site clean and tidy, and to ensure that at the end of the event, **all gas bottles, oil and water are removed from site.** Traders are requested to police their area of responsibility to ensure it is left as it was found. Failure to do so will lead to the forfeit of the £100 Damage Waiver Fee.
- 10) **The sale of alcohol is strictly prohibited on the site.** To be certain that no alcoholic drinks are being traded, the Police Authorities have instructed us to search trader's vehicles entering the park in an effort to prevent the sale of alcohol at this event. We are further advised that the Police will take action against anybody attempting to sell alcohol. We apologise for any inconvenience this may cause bone-fide traders, but we trust you will appreciate that we must comply with Police instructions.
- 11) If you use amplified sound to attract customers, such as a microphone or music, the sound level **must not exceed 85 dBA at any adjacent, opposite or nearby stall.** Excessive noise is inconsiderate and detrimental to the health of those people working nearby, and is one of the most common causes of dispute between traders. Environmental Health staff will monitor noise levels, and should the permitted level be exceeded, we reserve the right to disconnect power supplies to your stall.
- 12) Traders will only trade in the trading activity written on the booking form. The organisers reserves the right to close any outlet which engages in any other form of trade, and will retain any site fee and deposit. This includes sub letting or otherwise.
- 13) Traders will be allowed in to the square between **8.00am and 11am** to set up their stall. **Any vehicle left on the site after 11.00am must be left on site and remain stationary until 9.00pm.** (Please note - if you are intending to leave before 9.00pm, please park your car in the traders' car park as you will not be able to move your vehicle until after 9.00pm each day).
- 14) In order to ensure that the health and safety requirements of stall holders and visitors are met, we ask you to comply with all of the terms and conditions. Failure to comply may mean you are requested to stop trading.
- 15) By signing the booking form you are reserving (subject to availability), a marquee/space for your company **and** accepting these terms and conditions.
- 16) No party political/religious organisations can exhibit or trade at the event.
- 17) **No national flags can be displayed, sold, given away or brought on site.**

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- 18) All hot food stalls will have a barrier erected between the food and the public.
19) If you require translations of any of the above information, then please feel free to request the information in your chosen language and we will do our best to accommodate your needs.

PRINT NAME _____ SIGNED _____ DATE _____